

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
December 29, 2014

Call to Order.

The Allenstown Select Board Meeting for December 29, 2014 was called to order by The Chair at 6:02p.m.

Roll Call.

Present on the Board: Jason Tardiff, Jeff Gryval, and Kate Walker.

Others Present.

Residents of Allenstown: Michael Cumings

Others Present: Kyle Townsend, Height Engineering.

Other Public Officials: Larry Anderson, Sewer Commission; Armand Verville, OAMH; and Claudette Verville, OAMH.

Allenstown Staff: Shaun Mulholland, Town Administrator; Dana Pendergast, AFD; Paul Paquette, APD; and Ron Pelissier, Road Agent.

Citizens Comments:

Meet with Michael Cumings to discuss concerns in regards to winter roadway maintenance on Deerfield Rd.

Mr. Cumings introduced himself to the Select Board and expressed concern with roadway conditions on Deerfield Road. He expressed concern with the roads not being plowed properly and brush not cleared from the roads. He stated he spoke to Mr. Pelissier regarding his concerns; however it seems as though the plows are coming by but not actually plowing. He stated he still sees some brush on the road.

Mr. Cumings stated Mr. Pelissier had informed him they were working on getting a contract for more plows to help out in town. He asked Mr. Pelissier if they had indeed done that. Mr.

Pelissier explained the RFP for the contracted plow work ended today at 5pm. Mr. Cumings asked if one person is going to make a difference and if this is a management issue. Mr. Pelissier stated one person is not enough on the road. He explained they have had the same person plowing the road for the last ten years and it takes a while for the treatment to work sometimes.

Mr. Cumings asked if they have two plow trucks. Mr. Pelissier stated they have three big trucks to take care of three sections of town. He stated they only have one truck to do Deerfield Road. He showed Mr. Cummings on a map where each truck does for each section of the town.

Mr. Cumings stated he has seen them maintain every road but his and asked why. Mr. Pelissier stated the turnaround time for the route is about 3 to 4 hours. He explained the shifts are no more than 16 hours per shift. There was further discussion of the winter road conditions on Deerfield Road. There was also discussion of paving the roads.

Mr. Gryval asked Mr. Pelissier if they have always just had one truck on Deerfield Road. Mr. Pelissier stated the only other truck they have up there also does Verville, Wind Road, Gilbert, Podunk Road and at the end of the road the truck goes out and helps clean out cul-de-sacs. Mr. Gryval asked if there was any way they could put more salt down to treat the roads or combination of salt and sand mix. Mr. Pelissier stated they are going to try straight salt on all the roads this year and see what it does to the budget. He stated they are considering a grit sand to mix with salt to help break things up more.

Mr. Pelissier stated they have been working on trimming all of the trees in town but all the trees in the State Park are done by the State. Mr. Cumings stated Deerfield Road is not a state road and it is something the town should take care of. Mr. Pelissier stated they take care of the trees that are in the road but the State is supposed to trim the trees. He stated they still have a lot of trees to take care of.

Mr. Cumings stated they used to have three guys picking up trash when they had trash removal on the road. He asked what those guys are doing now that they aren't picking up trash. Mr. Pelissier stated they laid off one employee. He stated they used the prison help for the trash removal around town before contracting with Casella.

Mr. Gryval asked Mr. Cumings to let them know how things change after the next winter storm. Mr. Cumings thanked the Select Board for their time.

Public Hearing-Final Plan design, Granite St. sidewalk project, Safe Routes to School Phase II

Mr. Townsend stated not a lot has changed. He stated they received some comments back from the State as far as what they want the town to do.

Mr. Townsend introduced himself to the audience and explained he works for Height Engineering and they are working as consultants on the Safe Routes to School Project. He explained the route they are looking to do sidewalks includes Granite Street to the Holiday Acres Park.

Mr. Townsend stated they did a public hearing a month ago to discuss the change they made after receiving preliminary comments from the State. He stated they are starting to get comments back from the State on their revised plans. He stated once they receive approve from the State they can put the project out to bid and begin construction.

Mr. Townsend stated the only major changes from the State's final comments at this point are in regards to the width of the sidewalks. He stated the State wants to see sidewalks be five feet wide excluding the curb which will make the total five feet six inches. He explained they now have to build 10% more sidewalk then before, therefore, the increase to the cost brought the entire project up to \$194,000.

Mr. Townsend asked the audience and Select Board if there were any questions or comments. Mr. Anderson asked what their reason was for making the sidewalk wider. Mr. Townsend explained it is due to a Federal regulation allowing two wheelchairs to pass each other on the sidewalk.

Mr. Townsend stated they will keep in contact if there are any more comments and they are hoping to put it out to bid in mid-February.

Ms. Walker asked Mr. Townsend if Height Engineering will be overseeing the project even after it goes out to bid. Mr. Townsend stated they will still be overseeing the project and the fees for doing so will be about \$60,000 on top of the project cost.

Review proposals for Winter Maintenance Services.

The Chair stated no one replied to the RFP for the snow removal services. Mr. Gryval asked what their options are now. The Chair stated they could put the RFP back out again or go with the one person they had received interest in contracted services.

Mr. Pelissier suggested they continue with the original person who was interested in contracted service and see if he meets all the requirements to hire him. The Chair stated they should also make sure he has everything needed to meet everything required.

Review of 2014 Goals and Objectives for departments and functional areas.

Highway Department

The Chair stated Mr. Pelissier had creation and automation of road files, MS-4 Waste Water Management Plan, Landfill property acquisition, Safe Routes to School, and curbside collection contract for his 2014 goals.

The Chair asked Mr. Pelissier how they are doing on the creation and automation of road files. Mr. Pelissier stated they are using the road files. He stated the new program created by Mr. Mulholland is working better than VueWorks program and it is more user-friendly. He stated there is a lot of information to be downloaded and they will keep working on it.

Mr. Gryval asked if there is anything the town hall staff could do to help with the road files. Mr. Mulholland stated there were no road files before and now they have been created in digital format. He stated they have scanned in what documents they can find. He stated the Town Clerk has been able to find meeting minutes from the '40s which are in the process of being mapped to the road files.

The Chair asked about the landfill property acquisition. Mr. Gryval stated it is something himself, Mr. Pelissier and Mr. Mulholland has been working on together.

Mr. Gryval asked Mr. Pelissier if the road work automation got transferred into 2015 as one of his goals. Mr. Mulholland stated it continues into 2015 because it is not complete and will take several years to do. He stated they were able to get a significant amount done this year including adding additional documentation which wasn't part of the original goals for the year.

Fire Department

The Chair stated the Fire Chief had to organize the second floor of the station, organize the department file in one place, and inspect all business for safety compliance. Chief Pendergast stated they were able to complete about 85% of the goals this year. He explained they did a lot of work getting rid of materials and equipment they didn't need anymore.

Chief Pendergast stated the second floor was a little more challenging as there is a lot more stuff up there. He explained they have some antique jackets, equipment and materials they are working on putting into a display.

Chief Pendergast stated they are working on the files and have found they were keeping duplicate copies of things so they have been going through those and cleaning those up. He stated they are hoping to be able to scan those into property files which is a labor intensive task.

Chief Pendergast stated they didn't do as well on the business inspections as he would have liked to. He stated they carried the task into this coming year and are going to try a different approach to get those done.

Chief Pendergast stated with the inventory the students did a great job with it. He stated all of the hoses have been categorized by the date purchased and condition. He stated they have condensed equipment and moved things to different vehicles. He stated there is a little more to do but they have a much better idea on what they have for inventory.

Police Department

The Chair stated they had light bar installations, excel computer training, PD tablet project, accreditation contract with CALEA, and community meetings. Chief Paquette stated they completed everything except the accreditation contract which has been put on hold. He stated they will be doing a more advanced excel class this year.

The Chair asked if the accreditation will be worked on in 2015. Chief Paquette stated they cannot complete it without a full staff so it depends on if they get full staffed this coming year.

Chief Paquette stated they are looking into a grant for programs from the Sherriff's department so they can run the 21s and 22s. He stated it will allow them to run vehicle checks through the tablet but right now the software isn't compatible with it. He stated this will eliminate the need to call in the vehicle check.

Town Hall

The Chair asked where they were at with the property file automation. Mr. Mulholland stated it is done. He stated they still have some files which are listed as unknown because they need to be matched to an address.

Mr. Mulholland stated they have already implemented an electronic payroll process. He stated they completed the Accounts Payable automation. He stated the Employee Benefits Study was completed ahead of schedule. He stated utility pole license revamping was done in December of last year. He stated they are done to the last few of the current use cleanup and are working with town counsel on those.

Mr. Mulholland stated they did not do the BMSI 2015 Budget Files because it doesn't make sense to do it and they are using the excel spreadsheet instead. He stated the Boys and Girls Club

project is moving along and they have already collected over \$1 million. He stated tax payments via Avitar and boat registrations are all lined up for the spring of 2015.

Discuss the 2015 goals and objectives of the departments and functional areas.

Mr. Gryval asked how the usage of more salt on the roads will impact the MS-4 project and requirements. Mr. Pelissier stated using more salt on Deerfield Road is out of the scope of the MS-4 requirements. He explained they are always working on making Deerfield Rd. a safer road and treating it the best they can.

The Chair asked Chief Paquette what modernizing the evidence room includes. Chief Paquette stated Detective Sgt. Shea wants to do some things downstairs so she can process and sign for it.

The Chair asked Chief Pendergast what he is going to do in regards to increasing the number of CDL qualified drivers. Chief Pendergast stated he is working through the Fire Academy to get people in an Emergency Vehicle Operators course. He also stated have the operators take the CDL Operators Course through the State.

The Chair asked Chief Pendergast what the Develop & Implement a Comprehensive Community Outreach Plan involves. Chief Pendergast stated he would like to create a quarterly newsletter as well as an article in the paper of safety announcements. He stated they are working on getting more people involved in the Fire Department.

Mr. Mulholland stated the Board needs to approve the goals and objectives for 2015 because some of the projects take quite a bit of time and they don't want to do them unless the Board approves. He explained the development of the salary classification program will take a lot of work and it won't take effect until April 2016. Mr. Gryval asked if they have enough time to do this and fit it into their 2016 budget. Mr. Mulholland stated they do have the time to complete it.

Motion. Mr. Gryval made a motion to approve the goals and objectives for 2015. Ms. Walker seconded the Motion. There was no additional discussion.

Approve 2015 Default Budget.

The Select Board determined to table this until the January 5, 2015 meeting.

Discuss potential changes to the Personnel Policy.

Mr. Mulholland stated they discussed making changes to the personnel policy in regards to vacation requests. He explained the Highway Department doesn't work Fridays unless there is a storm and as the policy states right now, they would have to take a floating holiday for holidays

falling on a Friday such as Black Friday. He stated they could approve vacation time like they did for the town hall which would give the Highway staff a half of day on Christmas Eve and New Year's Eve.

Mr. Mulholland stated they don't need to make any decisions on this today. He stated this will be something they are going to begin working on. He stated if they are going to make changes, they should implement the changes all at once.

Mr. Mulholland stated they are also looking at possible changes in regards to the Worker's Compensation issues in regards to only being paid 60% of their regular pay while injured. Mr. Gryval asked where the money would come from if they changed it to the full pay. Mr. Mulholland stated it would come out of the salary line which they are already budgeted for. Mr. Gryval stated if they have someone who is getting hurt on the job, it shouldn't cost them money to get hurt working for the town. The Chair stated if a person is out of work, they are going to be taking money to pay someone else to cover that person. Mr. Mulholland stated that is not necessarily the case.

The Chair asked how short-term disability plays into this. Mr. Mulholland stated it covers for non-work related injuries. He stated they could buy worker's compensation for 100% however he wouldn't recommend it due to the cost and the potential limited use.

Discuss proposed revisions of the Facilities Use Policy.

Mr. Mulholland stated this is the first reading of this and there will be a public hearing on this on January 5, 2015. Mr. Gryval stated the policy seems to be overly restrictive. He stated the list of the rules and regulations such as limiting smoking on facility grounds. He stated they don't limit smoking outside any of their other facilities and why would they want to restrict it. The Chair stated his only concern would be if someone throws a cigarette on the ground and something happens.

Mr. Gryval also expressed concern for no alcohol in the facility or facility grounds. He used the example of having a wedding at the meetinghouse and not allowing for sacrificial wine at the ceremony. The chair asked if there is a spot on the application for the Police Chief to check off on. Mr. Mulholland stated there isn't a spot on the application at this time. He stated there is no one designated for maintaining the meetinghouse. There was further discussion of other restrictions and the need to re-word them such as no drugs or controlled substances and storage of property at facility.

Mr. Mulholland stated they should also consider whether they want permission to be granted by the Select Board or change it to the Facility Manager. Mr. Gryval asked if the Steering

Committee would be in charge of it. Mr. Mulholland stated they don't have a Steering Committee.

Mr. Gryval asked Mr. Verville if he knows anything about whether or not there is a Steering Committee. Mr. Verville stated no one was ever sworn to the office. He stated it was an understanding the Steering Committee was formed with the knowledge of the town. He stated the town had a representative from the Board of Selectmen to attend various Steering Committee meetings. He stated Mrs. Verville has been going through records to try to find when someone was appointed as such and she can't find any records indicating someone was appointed. He stated he is not clear as to whether the Steering Committee exists or not.

Mr. Gryval asked if the Steering Committee has a bank account and a name. Mr. Verville stated they do not and any money coming in goes into the Historical Society account. He stated any money spend for the meetinghouse is approved by the Steering Committee. Mrs. Verville stated they have meeting minutes for the Steering Committee.

Mr. Gryval stated Mr. Verville had mentioned in the past the Steering Committee may not need to be continued in the future and asked if he thinks they should still have a Steering Committee. Mr. Verville stated he thinks the work of the Steering Committee is done with the building complete; however, they do need someone to maintain the building. He explained events and meetings which have been held at the meetinghouse.

The Chair asked Mr. Mulholland how they go about setting up the Steering Committee. Mr. Mulholland stated they need to create a charge for the Steering Committee and appoint people at staggered terms. Mr. Gryval asked Ms. Walker to work with Mr. Verville on creating a charge.

Mr. Verville asked what they are recommending to change in the policy. The Chair stated they are still determining what they want to change. Mr. Verville stated he had a question about the policy restricting a church from having ceremonial wine.

Mr. Anderson asked if someone has an open bar, do they need a license to serve. Mr. Mulholland stated they do need a license to serve as well.

The Select Board determined to change Rules and Regulation #4 to say no smoking in the facility.

The Select Board determined to change Rules and Regulation #5 regarding alcohol to allow for legal consumption.

The Select Board determined to strike Rules and Regulation #6 No drugs or controlled substances in the facility or on the facility grounds.

The Select Board determined to make reference to the Facility Manager instead of the Select Board.

Ms. Walker asked whether or not someone is going to have alcohol at the event be listed on the application. Mr. Mulholland stated it should and they will be revising the application.

The Select Board determined to strike Section 5.1 of the Facility Policy regarding the format about the application.

Approve Code of Ethics for the Community Development Block Grant.

Mr. Mulholland stated this is required by the CDBG. He stated he included only what they had for requirements. He stated they have to adopt this Code of Ethics in order to be able to receive the block grant.

Mr. Mulholland recommended they have a Code of Ethics public hearing at the next meeting before they vote on it.

Discuss FD positions with the Fire Chief.

Chief Pendergast stated he had a call fire fighter resign because he moved out of state.

Motion. Mr. Gryval made a motion to accept the resignation of Chris Bretton effective immediately. Ms. Walker seconded the Motion. There was no additional discussion.

Chief Pendergast stated he will be advertising for a fire fighter position to establish a list for a full-time fire fighter.

Non-Public Session I in accordance with the provisions of RSA 91-A:3,II(a).

Motion. Mr. Gryval made a motion in accordance with the provisions of RSA 91-A:3,II(a) at 7:42pm. Ms. Walker seconded the Motion. There was no additional discussion.

Motion. Mr. Gryval made a motion to go back into public session at 7:54pm. Ms. Walker seconded the Motion. There was no additional discussion.

Motion. Mr. Gryval made a motion to seal the previous set of non-public minutes because it may adversely affect the reputation of a person other than a member of this board. Ms. Walker seconded the Motion. There was no additional discussion.

The Select Board recessed at 7:54pm.

The Select Board came back from recess at 7:58pm.

Non-Public Session II in accordance with the provisions of RSA 91-A:3,II(a).

Motion. Mr. Gryval made a motion in accordance with the provisions of RSA 91-A:3,II(a) at 7:58pm. Ms. Walker seconded the Motion. There was no additional discussion.

TOWN ADMINISTRATOR'S REPORT

Status of RR bed sewer line issue.

Mr. Mulholland stated the electrical work has to be done but the pipe was installed except for the connector piece.

Mr. Mulholland stated the rest of the people are starting work on January 6, 2015 however, they have not come in for a permit.

Mr. Mulholland stated he told Mr. Irzyk they don't have any plans to do dig up Ferry Street because they can't get pavement. He stated they have an enforcement action against Mr. Rogers and are working on an enforcement action for the resident on West Street.

Status report proposed new Boys & Girls Club/Senior Center facility at the Whitten Street Park.

Mr. Mulholland stated they are not going to be able to get any funds for the match and the application will be submitted without a match. He stated Mr. Emond is working on trying to get some matches. He stated they are going to hold off on the application to the Planning Board until they hear back from CDBG.

The Chair clarified that with the current funding they will be able to get the Boys and Girls Club done but not the Senior Center. Mr. Mulholland stated that is correct. Mr. Gryval asked if there is anything else they can do to try to get the funding for the Senior Center. Mr. Mulholland stated they are pretty much doing what they can for the funding.

Mr. Gryval asked what they can do for the Senior Center if the funding falls through. Mr. Mulholland stated CAP did not think any of the facilities the Town has were adequate.

Mr. Gryval asked if Oxy is going to be fine with what they need to do for Infinity. Mr. Mulholland stated it is puzzling because the engineer for Oxy is telling him what they have to do and it is going to cost a lot of money. He stated they may lose access on Ferry Street and will have to expand the access onto Whitten Street. Mr. Gryval asked if they can do anything with

access through the Fire Department. Mr. Mulholland stated he doesn't think it would be a viable option. There was further discussion of possible entry ways.

Status of Planning Board enforcement action in regards to Allenstown Aggregate violation of RSA 155-E provisions.

Mr. Mulholland stated they haven't heard a date as to when they are meeting.

Status report in regards to the MS 4 Storm Water Project/Permit.

Mr. Mulholland stated he spoke with Mr. Monahan about having monthly meetings. He stated they are working on setting up some potential dates.

Mr. Mulholland also stated they had a lengthy discussion in regards to SWPPP requirements. He stated the requirements for a storm water prevention plan are only for municipal facilities however, Mr. Monahan suggested they do it for the private sector as well. He stated he informed Mr. Monahan he would not recommend it to the Board but he could if he would like to.

Mr. Mulholland stated Mr. Monahan spoke to the EPA and they are now saying the permit will take effect in July. He suggests they keep a tight timeline with the Central NH Regional Planning Commission and not do anything more than they need to at this time.

Status of Seamless.Gov efficiency project

Mr. Mulholland stated they are making good progress with it and they are looking for the end of January to go online.

Ratify Consent Calendar: December 29th, 2014

Motion. Mr. Gryval made a motion to ratify the Consent Calendar for December 29, 2014. Ms. Walker seconded the Motion. There was no additional discussion.

Review and Approve Minutes

Motion. Mr. Gryval made a motion to accept the minutes for December 15, 2014. Ms. Walker seconded the Motion. There was no additional discussion.

Approve Payroll Manifests

Motion. Mr. Gryval made a motion to approve the Payroll Manifest for December 22, 2014, December 17, 2014, and December 22, 2014. Ms. Walker seconded the Motion. There was no additional discussion.

Meeting Schedule

Mr. Mulholland stated he has two dates for meetings on January 5, 2015 and January 26, 2015. He stated he has two dates of February 9th and 23rd.

Credit Card Purchases

Mr. Mulholland stated they started using the new credit card. He stated they require a memo for missing receipts to match the purchase.

Other Business

Mr. Mulholland stated he reminded the Department Heads of the Deliberative Session. He also reminded them of the Budget Committee on January 8, 2015 as well as the public hearing on the 2015 Budget on January 17th, which they do not need to be there for.

Mr. Mulholland stated the Town Report is due January 15, 2015. He stated BOS needs to get its letter in before then.

Mr. Gryval asked when they are going to discuss Warrant Articles which aren't monetary. Mr. Mulholland stated the only thing they have is the MS-4 ordinance and the RSA 41:14-a article. He stated he should have a final draft available for review at the January 5, 2014 meeting.

Ms. Walker asked if they have a calendar where all the important dates for meetings. Mr. Mulholland stated the website has all the dates for the meetings.

Mr. Mulholland stated he asked Mr. Pelissier to clean out the Parks & Recreation connex so they can put the snow blower in there instead of in the building where they have been putting them.

Mr. Mulholland stated the state DOT is automating the fuel pumps on Route 28. He stated NH DOT is discussing with DRED to eliminate the pumps at DRED and move them up to Route 28. He stated they are working on updating who has fuel cards.

Motion. Mr. Gryval made a motion to adjourn. Ms. Walker seconded the Motion. There was no additional discussion.

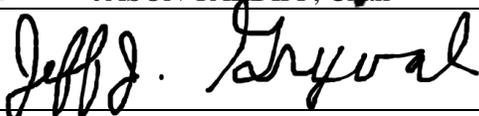
A Roll Call Vote was taken: Mr. Tardiff – Yes, Mr. Gryval –Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 9:03 pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

December 29th, 2014

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	01/12/2015 DATE
 JEFFREY GRYVAL, Member	01/05/2015 DATE
 KATE WALKER, Member	01/05/2015 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF, Chair	DATE
	JEFFREY GRYVAL, Member	DATE
	KATE WALKER, Member	DATE

Signature Certificate

 Document Reference: 6I5HSKJZG4D8X77KA7MXXW

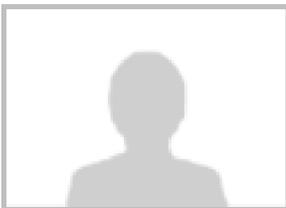


Kate Walker
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Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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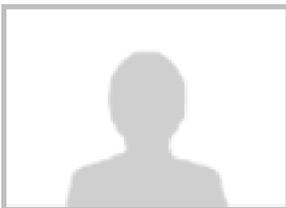


Jeffrey Gryval
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cf57088ae9188110488d1c4fbb0e615e812ef042



Jason Tardiff
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Digital Fingerprint Checksum

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Timestamp

2015-01-12 11:41:39 -0800
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2015-01-05 09:37:56 -0800
2015-01-05 09:33:46 -0800
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Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jeffrey Gryval, Jason Tardiff, and Shaun Mulholland.
Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 173.9.43.198
Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 173.9.43.198
Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 199.168.151.86
Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 199.168.151.86
Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 65.175.133.144
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2015-01-05 07:36:57 -0800

Document created by Shaun Mulholland (smulholland@allentownnh.gov). -
64.222.96.214



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